

Notes:

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0001 REVENUE & AUDIT

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0001-02 PERMANENT WAGES	582,844	582,844	582,844	743,665
0001-06 PREMIUM PAY	1,758	0	0	1,670
Line Item Detail				
1 Overtime				1,670.00
		Line Items Total		1,670.00
0001-08 LONGEVITY	3,389	3,389	3,389	5,213
0001-11 SHIFT DIFFERENTIAL	100	0	0	95
Line Item Detail				
1 Shift Differential				95.00
		Line Items Total		95.00
0001-12 FICA	45,784	45,784	45,784	46,287
Line Item Detail				
1 FICA				46,286.63
		Line Items Total		46,286.63
0001-14 PENSION	86,827	86,827	86,827	84,298
Line Item Detail				
1 MMO				84,297.84
		Line Items Total		84,297.84
0001-16 INSURANCE - EMPLOYEE GRP	282,755	282,755	282,755	282,282
Line Item Detail				
1 INS				282,282.00
		Line Items Total		282,282.00
0001-26 PRINTING	800	800	450	760
Line Item Detail				
1 Copier Usage				760.00
		Line Items Total		760.00
0001-28 MILEAGE REIMBURSEMENT	500	250	250	475
Line Item Detail				
1 Misc Mileage				475.00
		Line Items Total		475.00

**CITY OF ALLENTOWN
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000 GENERAL
02 FINANCE
0602 FINANCE
0001 REVENUE & AUDIT

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0001-32 PUBLICATIONS & MEMBERSHIP	2,490	2,490	2,490	2,490
Line Item Detail				
1 CCH - State Tax Guide				1,500.00
2 Purdon's Pocket Parts				300.00
3 PA Business Privilege Tax Association - 2 Active Memberships (Seth O'Neill and Tricia Dickert)				100.00
4 PA Business Privilege Tax Association - 6 Associate Memberships				240.00
5 Federal Tax Form Database (990)				350.00
		Line Items Total		2,490.00
0001-34 TRAINING & PROF. DEVELOP	6,100	2,155	500	4,940
Line Item Detail				
1 PA Business Privilege Tax Association - Annual Conference - 8 attending				3,740.00
2 PA Business Privilege Tax Association - Conference Registration - 8 attending				1,200.00
		Line Items Total		4,940.00
0001-42 REPAIRS & MAINTENANCE	250	250	0	238
Line Item Detail				
1 Vehicle claims				238.00
		Line Items Total		238.00
0001-46 OTHER CONTRACT SERVICES	12,000	9,037	0	11,400
Line Item Detail				
1 TITLE SEARCHES				300.00
2 STENOGRAPHER/TRANSCRIPTS				1,100.00
3 CLEAR - Searches to locate debtors				10,000.00
		Line Items Total		11,400.00
0001-50 OTHER SERVICES & CHARGES	40,000	18,711	23,000	47,500
Line Item Detail				
1 Filing fees for Civil Complaints and Executions (figure contingent upon Solid Waste fund budgeting for municipal lien fees, totaling approximately 30k, same as 2019)				47,500.00
		Line Items Total		47,500.00
0001-56 UNIFORMS	0	700	700	0

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Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0001-68 OPERATING MATERIALS & SUPP	2,200	1,255	500	1,063
Line Item Detail				
1 Other materials/supplies				1,063.00
		Line Items Total		1,063.00
0001-72 EQUIPMENT	2,000	650	200	950
Line Item Detail				
1 Office Equipment				950.00
		Line Items Total		950.00
0001-90 REFUNDS	150,000	101,242	100,000	133,000
Line Item Detail				
1 Refunds of various taxes & fees from the General Fund				133,000.00
		Line Items Total		133,000.00
Total REVENUE & AUDIT	1,219,797	1,139,139	1,129,689	1,366,326

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Program Description:

This program administers the billing policy and procedures for City Real Estate Tax, Residential Trash assessments, Stormwater Utility assessments, Business Licenses and Business Privilege Tax. The program manages the appropriate customer service, business applications and account maintenance for real estate and business database files, as well as the central source for processing bankruptcy claims, filing municipal liens and providing payoff amounts thereof for claims levied for the benefit of the Solid Waste and Stormwater enterprise funds. In addition, this program acts as the City's in-house enforcement mechanism for delinquent general fund tax claims and municipal claims for the above-mentioned funds. Enforcement includes filing non-traffic citations, civil complaints, obtaining judgments and executing thereupon to levy the personal property of the debtor for recovery of the delinquent amounts. The enforcement arm also engages in intensive discovery of unregistered business accounts, researches all current and prior case law to ensure tax deficiency assessments hold legal water and to detect new sources of revenue relevant to evolving case law.

Goal(s):

To oversee the proper administration and recovery of all General Fund Tax revenue and Solid Waste and Stormwater fund revenue, including customer service and database maintenance.

To expand revenue bases by investigating, developing and implementing new revenue-producing programs.

To develop new applications, policies and procedures to automate and increase efficiency to achieve the above goals.

Measurable Budget Year Objectives and Long-Range Targets:

- To increase the recovery rate of all duly assessed taxes and municipal claims.
- To perfect municipal claims in accordance with the Municipal Claims and Tax Lien Act.
- To recover unpaid or underpaid tax claims by audit, assessment and civil action against non-filers of Business Privilege Tax.
- To implement a pay by credit card and/or E-check environment for taxpayers and licensed businesses to settle their financial obligations to the City without using the U.S. Postal Service or by entering City Hall in person.
- To implement online Business License Applications, approvals and rejections.
- To update Business Privilege Tax regulations, adding a bright-line economic nexus in addition to its current active presence nexus, with the intention of including remote sellers of goods and services into the City's business tax base, as suggestion by *South Dakota v. Wayfair* (2018).
- Perform regular performance reviews of Revenue and Audit staff to ensure measurable objectives can be met and receive feedback from staff on effectiveness of policy and procedure.

Impact/Output Measures

	ACTUAL		ACTUAL		ACTUAL		ACTUAL		YTD 09/28/2020		BUDGET	
	2016		2017		2018		2019		2020		2021	
	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$
Total Revenue Billings (2nd and 3rd Billings Compound)	82,234	\$ 60,694,313	80,282	\$ 60,368,942	80,852	\$ 67,691,359	82,167	\$ 77,734,470	66,338	\$ 82,106,583	82,000	\$ 83,000,000
Current Year ("CY") Real Estate Tax Compliance Rate	-	95.96%	-	95.95%	-	96.16%	-	96.29%	-	90.16%	-	96.15%
CY Residential Trash Assessment Compliance Rate	-	96.01%	-	96.36%	-	96.50%	-	96.34%	-	89.10%	-	96.50%
CY Stormwater Utility Compliance Rate	-	-	-	-	-	96.46%	-	96.15%	-	89.18%	-	96.15%
Delinquent Business Privilege Tax Collections	3,684	\$ 1,319,269	2,987	\$ 1,646,803	3,594	\$ 1,689,524	3,529	\$ 1,777,026	1,741	\$ 1,275,972	4,000	\$ 2,050,000
Business Privilege Tax Audits Cleared	3	\$ 135,232	12	\$ 314,566	39	\$ 520,760	132	\$ 517,807	131	\$ 428,575	150	\$ 675,000
End of Year AR for Business Privilege Tax Assessments	-	-	-	-	-	-	241	\$ 1,079,483	130	\$ 501,093	175,000	\$ 400,000
Municipal Liens Filed (2016-2017 Still Open Only)	616	\$ 828,775	581	\$ 381,809	217	\$ 396,157	243	\$ 400,670	276	\$ 466,897	275	\$ 450,000
Municipal Liens Cleared (Revenues include Court Costs)	302	\$ 368,708	264	\$ 204,938	72	\$ 124,625	73	\$ 72,586	152	\$ 211,440	200	\$ 255,000
Municipal Lien Interest Recovered	272	\$ 100,391	125	\$ 46,249	130	\$ 47,987	131	\$ 48,534	129	\$ 47,759	175	\$ 75,000
Municipal Lien Cost Benefit Ratio	-	11.47	-	6.51	-	10.51	-	6.59	-	12.41	-	15.00
Civil Actions Filed	-	-	-	-	-	-	-	-	64	\$ 481,933	150	\$ 750,000
Civil Actions Cleared (Revenues include Court Costs)	-	-	-	-	-	-	-	-	37	\$ 197,989	55	\$ 500,000
Civil Action Cost Benefit	-	-	-	-	-	-	-	-	-	19.46	-	30.00
Delinquent Trash Claims Recovered	1,338	\$ 814,142	1,279	\$ 832,969	1,254	\$ 848,315	1,161	\$ 668,026	804	\$ 517,723	1,250	\$ 750,000
Delinquent Stormwater Utility Claims Recovered	-	-	-	-	-	-	693	\$ 89,769	814	\$ 110,607	1,000	\$ 200,000
Bankruptcy Claims Processed	-	-	-	-	-	-	-	-	5	\$ 15,000	20	\$ 75,000
Business Accounts Opened	1,421	-	1,465	-	1,471	-	1,373	-	718	-	1,500	-
Total Delinq Recovery, BPT, BL, Trash, SWU, Interest, M	6,316	\$ 2,566,673	5,864	\$ 2,871,550	6,180	\$ 3,123,900	6,522	\$ 3,180,400	5,443	\$ 2,244,092	7,200	\$ 3,500,000

See Excel Sheet for Impact/Output Measures

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0003-02 PERMANENT WAGES	294,928	294,928	294,928	394,654
0003-04 TEMPORARY WAGES	0	169	169	300
Line Item Detail				
1 temp wages				300.00
		Line Items Total		300.00
0003-08 LONGEVITY	3,065	3,065	3,065	3,414
0003-12 FICA	23,167	23,167	23,167	30,585
Line Item Detail				
1 FICA				30,584.55
		Line Items Total		30,584.55
0003-14 PENSION	26,838	26,838	26,838	33,719
Line Item Detail				
1 MMO				33,719.14
		Line Items Total		33,719.14
0003-16 INSURANCE - EMPLOYEE GRP	87,397	87,397	87,397	112,913
Line Item Detail				
1 INSURANCE				112,912.80
		Line Items Total		112,912.80
0003-26 PRINTING	500	442	250	500
Line Item Detail				
1 Copier/Printer Usage				500.00
		Line Items Total		500.00
0003-28 MILEAGE REIMBURSEMENT	250	250	150	250
Line Item Detail				
1 Travel Mileage Reimbursement				250.00
		Line Items Total		250.00
0003-32 PUBLICATIONS & MEMBERSHIP	1,140	1,140	1,140	1,140
Line Item Detail				
1 National GFOA				990.00
2 PA GFOA Membership - 2 staff members				150.00

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
		Line Items Total		1,140.00
0003-34 TRAINING & PROF. DEVELOP	5,200	1,000	400	3,200
Line Item Detail				
1 GFOA conferences and trainings				3,200.00
		Line Items Total		3,200.00
0003-46 OTHER CONTRACT SERVICES	55,000	24,255	15,000	50,000
Line Item Detail				
1 Financial Advisory Services				25,000.00
2 Cost allocation study				25,000.00
		Line Items Total		50,000.00
0003-50 OTHER SERVICES & CHARGES	2,000	1,450	300	2,000
Line Item Detail				
1 Legal Advertising				2,000.00
		Line Items Total		2,000.00
0003-56 UNIFORMS	0	438	438	0
0003-68 OPERATING MATERIALS & SUPP	1,500	1,500	300	1,000
Line Item Detail				
1 Miscellaneous Office Supplies				1,000.00
		Line Items Total		1,000.00
Total FINANCE & BUDGET ADMINISTRATION	500,985	466,039	453,542	633,675

PROGRAM DETAIL

Bureau:	No:	Department:	Program:	No:
Finance	02-0602	Finance	Finance & Budget Admin.	0003

Program Description:

This program supervises all areas incorporated into the Department of Finance. This program also coordinates and produces the City's annual budget, monitors and modifies the budget during the fiscal year, reviews budget transfers, and prepares ordinances amending the adopted budget. The program arranges appropriate bond sales and structures debt refinancing. The director interacts with the Pension Board, overseeing pension investments. The director manages the short and long-term investments of operating cash. A cooperative effort with other departments produces the Five-Year Financial Plan annually.

Goal(s):

- To work cohesively with the other bureaus/programs within the department.
 - To provide oversight of each department's budget throughout the year.
 - To continually seek strategies to improve the financial position and management of the City.
 - To produce an annual balance budget aligning with the City's overall strategic vision.
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Measurable Budget Year Objectives and Long Range Targets:

- To report and provide information to the Mayor, City Council, Department Heads, and Bureau Managers to facilitate the use of the City budget as a tool for conscientious financial management.
- To make the entire budget process a cooperative effort with all involved City personnel.
- To monitor debt service requirements and work with the designated underwriter to seek refunding opportunities.
- Produce publicly available financial reports to monitor the City's finances.
- Produce annual balanced budget with accurate revenue and expense projections.

Impact/Output Measures	2018 Actual	2019 Actual	2020 Actual	2021 Target	2021 Target
Number of budget-review meetings with each department	2	3	20	25	25
Number of financial reports made publicly available	12	12	24	30	30
Number of budget transfers completed	70	55	40	37	37
Outstanding General Obligation Debt per Capita	\$1773	\$2000	\$2100	\$2000	\$2000
General Fund Revenue Projection Accuracy	87%	88%	90%	95%	96%
General Fund Expense Projection Accuracy	87%	88%	90%	95%	96%
Number of Finance staff meetings	20	25	40	55	55
Number of processes audited and/or updated	7	8	11	12	12

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT

<i>Account Number</i>	<i>2020 Budget</i>	<i>2020 Adj. Budget</i>	<i>2020 A&E</i>	<i>2021 Budget</i>
0004-02 PERMANENT WAGES	611,844	611,844	611,844	478,288
0004-04 TEMPORARY WAGES	17,000	607	600	17,415
Line Item Detail				
1 temp wages				17,415.00
		Line Items Total		17,415.00
0004-06 PREMIUM PAY	1,900	1,900	3,755	1,900
Line Item Detail				
1 OVERTIME				1,900.00
		Line Items Total		1,900.00
0004-08 LONGEVITY	7,303	7,303	7,303	6,117
0004-12 FICA	48,818	48,818	48,818	49,056
Line Item Detail				
1 FICA/MED				49,056.31
		Line Items Total		49,056.31
0004-14 PENSION	78,934	78,934	78,934	76,634
Line Item Detail				
1 PENSION COST				76,634.40
		Line Items Total		76,634.40
0004-16 INSURANCE - EMPLOYEE GRP	257,050	257,050	257,050	256,620
Line Item Detail				
1 INS				256,620.00
		Line Items Total		256,620.00
0004-26 PRINTING	1,636	1,636	1,636	1,636
Line Item Detail				
1 DEPT PRINTER - F8144				256.52
API\PI\PENSION CHECK PRINTER				
2 DEPT PRINTER - F8145				879.52
FRONT WINDOW PRINTER				
3 DEPT PRINTER - Y7767				500.00
BACK OFFICE PRINTER				
		Line Items Total		1,636.04

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0004-28 MILEAGE REIMBURSEMENT	200	200	200	100
Line Item Detail				
1 Mileage reimbursement				100.00
		Line Items Total		100.00
0004-32 PUBLICATIONS & MEMBERSHIP	1,710	1,210	1,210	1,235
Line Item Detail				
1 PA GFOA				320.00
2 AICPA and PICPA x2				645.00
3 SHRM membership x1				270.00
		Line Items Total		1,235.00
0004-34 TRAINING & PROF. DEVELOP	7,700	1,751	1,751	2,500
Line Item Detail				
1 Local GFOA seminars				200.00
2 ACFE seminars				500.00
3 PICPA				1,300.00
4 CPE credits for Accountants				500.00
		Line Items Total		2,500.00
0004-42 REPAIRS & MAINTENANCE	500	500	500	500
Line Item Detail				
1 Safe Maintenance				500.00
		Line Items Total		500.00
0004-46 OTHER CONTRACT SERVICES	7,750	7,750	7,750	8,000
Line Item Detail				
1 Comprehensive Annual Financial Report submission to GFOA				1,000.00
2 OPEB Valuation				7,000.00
		Line Items Total		8,000.00
0004-56 UNIFORMS	0	0	0	1,000
Line Item Detail				
1 Uniform Attire for 10 employees				1,000.00
		Line Items Total		1,000.00

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT

<i>Account Number</i>	<i>2020 Budget</i>	<i>2020 Adj. Budget</i>	<i>2020 A&E</i>	<i>2021 Budget</i>
0004-68 OPERATING MATERIALS & SUPP	1,200	1,200	1,200	1,200
<i>Line Item Detail</i>				
1 Chair 2X120.00				240.00
2 Counterfeit bill detectors				50.00
3 Date stampers, Versa checks, miscellaneous office supplies, register supplies, thermal paper, binders				406.00
4 1099M Tax Forms				200.00
5 Chair Mats 8X38.00				304.00
		Line Items Total		1,200.00
0004-72 EQUIPMENT	0	0	0	1,200
<i>Line Item Detail</i>				
1 Four computer monitors				1,200.00
		Line Items Total		1,200.00
Total ACCOUNTING & FINANCIAL MANAGEMENT	1,043,545	1,020,703	1,022,551	903,401

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Treasury & Accounting	No: 0004
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Program Description:

This program performs all activities necessary to ensure proper accounting for and financial reporting of all City funds and account groups. Major activities include posting the books of account and the preparation of interim and annual financial reports in addition to a variety of special purpose reports. This program administers the City's debt and the Fixed Asset Management systems, and monitors trustee investment activities for City-administered pension plans and invested Sinking Fund Debt Escrow Accounts. This program receives and invests all City funds and administers the City's Cash Management Program. Additionally, this program manages the Accounts Payable system for all funds.

Goal(s):

To continue to improve the accounting and budgetary control reporting systems which are based on Generally Accepted Accounting Principles (GAAP) and to continue to prepare the annual Comprehensive Annual Financial Report (CAFR) in accordance with GAAP.
To prudently manage the City's cash, including prompt recording of all cash receipts by appropriate source, prompt deposit of all cash receipts, and investing available cash in accordance with policy recommended by the Investment Advisors and approved by City Council.

Measurable Budget Year Objectives and Long-Range Targets:

Continue the integration and automation of various accounting systems
Maintain the fiscal stability of the municipal pension funds by continuing the implementation of the pension Recovery Ordinance and the requirements of State Act 205 passed in 1984, and by monitoring the investment performance of the asset managers in comparison to other published performances.
Monitor returns on invested funds.
Monitor pension funds.
Develop an Accounting Policies and Procedures manual.
Streamline the tax certification process.
Automate the Accounts Payable with TD Bank.
Implement Credit Card payment

Impact/Output Measures	2018 Actual	2019 Actual	2020 YTD	2021 Target
Accounts Payable:				
Checks Issued	6,123	5,302	3,130	1,500
Direct Payments	365	176	158	1,700
Interest earned General Fund	\$451,694	\$303,334	\$42,957	\$80,000

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT

<i>Account Number</i>	<i>2020 Budget</i>	<i>2020 Adj. Budget</i>	<i>2020 A&E</i>	<i>2021 Budget</i>
0005-02 PERMANENT WAGES	306,644	306,644	306,644	307,658
0005-08 LONGEVITY	2,488	2,488	2,488	2,710
0005-12 FICA	23,649	23,649	23,649	23,743
Line Item Detail				
1 FICA/MED				23,743.15
		Line Items Total		23,743.15
0005-14 PENSION	39,467	39,467	39,467	38,317
Line Item Detail				
1 MMO				38,317.20
		Line Items Total		38,317.20
0005-16 INSURANCE - EMPLOYEE GRP	128,525	128,525	128,525	128,310
Line Item Detail				
1 Insurance				128,310.00
		Line Items Total		128,310.00
0005-26 PRINTING	500	500	300	500
Line Item Detail				
1 Copier Usage				500.00
		Line Items Total		500.00
0005-32 PUBLICATIONS & MEMBERSHIP	1,095	625	625	1,095
Line Item Detail				
1 PAPPAs dues for five employees @ \$15 each				75.00
2 NIGP Agency Dues				525.00
3 NAPCP Membership @ \$495.00				495.00
		Line Items Total		1,095.00
0005-34 TRAINING & PROF. DEVELOP	12,000	800	700	8,000
Line Item Detail				
1 Training Seminars/Webinars				650.00
Seminars range from \$125 to \$495/each				
2 NIGP Forum for One Staff Member				2,500.00
Includes Registration, Travel, Hotel, Meals, etc.				
Estimated at \$2,500/person				

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
Line Item Detail				
3 NAPCP Conference Includes Registration, Travel, Hotel, Meals, etc.				3,150.00
4 Area II Conference for 2 Staff Members Includes Registration, Travel, Hotel, Meals, etc.				1,700.00
Line Items Total				8,000.00
0005-50 OTHER SERVICES & CHARGES	500	0	0	250
Line Item Detail				
1 Advertising of Bids and RFPs				250.00
Line Items Total				250.00
0005-68 OPERATING MATERIALS & SUPP	1,500	480	350	1,250
Line Item Detail				
1 Miscellaneous office supplies				1,250.00
Line Items Total				1,250.00
0005-72 EQUIPMENT	0	20	20	0
Total PROCUREMENT	516,368	503,198	502,768	511,833

Program Description:

This program provides for the centralized purchasing function for goods and services utilized by all City operating bureaus. This program monitors the purchasing process for compliance with established purchasing regulations and procedures, processing and maintaining all purchase orders, preparing and reviewing all formal Requests for Quotes, Invitations to Bid, and Requests for Proposal, performing product testing and research and purchase coordination to maximize bulk and quantity discounts. This program also oversees contract administration and compliance and the p-card program.

Goal(s):

The goal of the Purchasing Office is to procure materials, supplies, and services to meet the essential needs of the City departments, bureaus, and elected officials at the lowest possible cost consistent with the quality needed for the proper and effective operation of City government.

Measurable Budget Year Objectives and Long Range Targets:

- Decrease time to generate purchase order after receipt of requisition.
- Decrease time to process change orders to purchase orders.
- Establish yearly pricing for like items to expedite ordering.
- Establish a contract pricing list accessible to all departments to ensure contracted pricing is utilized by all departments in the City.
- Implement electronic receiving function.
- Increase the number of formal solicitations issued.
- Increase the number of responses received for formal solicitations.
- Reduce the number of purchase orders issued.
- Reduce the number of blanket purchase orders issued.
- Increase the number of p-card transactions.
- Increase the amount of p-card spend.
- Increase p-card revenue
- Conduct at least 4 vendor outreach events.
- Increase the number of vendors registered with Public Purchase
- Implement paperless PO's.
- Implement e-payables program.

Impact/Output Measures	2018 Actual	2019 Actual	2020 YTD	2021 Target	Goal Met
Number of Formal Solicitations Issued	22	23	23	25	
Number of Responses to Solicitations Received	2.4	3.7	3	4	
Number of Purchase Orders Issued	1348	936	606	550	
Number of Blanket PO's Issued	342	302	231	200	
Number of p-card transactions	894	3624	2439	4000	
Amount of p-card spend	\$208,275	\$1,025,500	\$1,336,577	\$1,750,000	
Amount of P-card rebate			\$7,404	\$8,500	
Number of vendor outreach events	0	5	0	4	
Number of vendors registered with Public Purchase	785	1014	1090	1200	

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0006 GENERAL SUPPORT SERVICES

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
0006-02 PERMANENT WAGES	54,954	54,954	54,954	93,917
Line Item Detail				
1 Permanent Wages				11.00
		Line Items Total		11.00
0006-04 TEMPORARY WAGES	20,000	20,000	18,000	0
0006-06 PREMIUM PAY	475	475	0	500
Line Item Detail				
1 Overtime				500.00
		Line Items Total		500.00
0006-08 LONGEVITY	884	884	884	1,014
0006-12 FICA	5,840	5,840	5,840	7,282
Line Item Detail				
1 FICA				7,282.19
		Line Items Total		7,282.19
0006-14 PENSION	7,893	7,893	7,893	15,327
Line Item Detail				
1 Pension				15,326.88
		Line Items Total		15,326.88
0006-16 INSURANCE - EMPLOYEE GRP	25,705	25,705	25,705	51,324
Line Item Detail				
1 Insurance				51,324.00
		Line Items Total		51,324.00
0006-24 POSTAGE & SHIPPING	150,000	150,000	150,000	150,000
Line Item Detail				
1 City-wide mailing				150,000.00
		Line Items Total		150,000.00
0006-26 PRINTING	54,400	54,400	54,400	59,500
Line Item Detail				
1 City-wide Envelopes				14,000.00
2 Color Copier Lease and Maintenance Agreement - City Wide				20,500.00

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0006 GENERAL SUPPORT SERVICES

Account Number	2020 Budget	2020 Adj. Budget	2020 A&E	2021 Budget
Line Item Detail				
2 Color Copier Lease and Maintenance Agreement - City Wide			20,500.00	
3 Color Copier Overages			6,000.00	
4 Black and White Copier Lease and Maintenance Agreement			19,000.00	
		Line Items Total	59,500.00	
0006-30 RENTALS	1,500	1,500	1,500	1,500
Line Item Detail				
1 Postage Meter Rental			1,500.00	
		Line Items Total	1,500.00	
0006-34 TRAINING & PROF. DEVELOP	2,000	0	0	0
0006-42 REPAIRS & MAINTENANCE	7,511	7,511	7,511	7,611
Line Item Detail				
1 Mail Machine			1,500.00	
2 Mail Inserter			1,600.00	
3 Envelope Slicer Repairs			600.00	
4 Cutter maintenance			1,011.00	
5 folding machine maintenance			1,100.00	
6 Cover Bind Annual Maintenance Agreement			1,800.00	
		Line Items Total	7,611.00	
0006-68 OPERATING MATERIALS & SUPP	41,300	32,936	34,075	35,300
Line Item Detail				
1 8 1/2" x 14" 20lb. Copier White Paper			200.00	
2 Miscellaneous Stock Paper			12,000.00	
3 NCR paper			2,000.00	
4 Binding Combs			100.00	
5 City-wide office supplies			20,000.00	
6 Thermo Bind Covers			1,000.00	
		Line Items Total	35,300.00	
0006-72 EQUIPMENT	0	3,364	2,225	0
TOTAL GENERAL SUPPORT SERVICES	372,462	365,462	362,987	423,036

PROGRAM DETAIL

Bureau:	No.	Department:	Program:	No.
Finance	02-060	Finance	General Support Services	0006

Program Description:

This program provides office supplies, printing, mailing, and office machine repair services to all City bureaus.

Goal(s):

To provide efficient management of central stores, printing and mail.

Measurable Budget Year Objectives and Long Range Targets:

- To administer the use of office supplies.
 - To continue to explore the most efficient means to process all mail and printing.
 - To utilize graphic design skills to increase in-house materials for the public.
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